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ISS

22 January 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 3
18 - 22 January 1971

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1. [REDACTED] reported this week on his attendance to date in the Fellowship in Congressional Operations. He is presently assigned to the Office of Congressman [REDACTED] and will be there until mid-April, when he will move to the Senate. *include this*

2. At the request of the DDS Senior Training Officer, we have nominated Mr. [REDACTED] Chief of Support, OC, for the USDA Management Development Program for Federal Executives. The program runs in three phases: Phase I in D.C. -- 11-12 February 1971; Phase II in Williamsburg -- 28 February-5 March; and Phase III locally -- 1-2 April. Tuition is \$450, plus travel and per diem costs. Mr. Dee Henderson, Coordinator, informed AIR that the course is presently over-subscribed, but he will do all possible to ensure Mr. [REDACTED] participation. He will be the first Agency student in this course since 1968. *25X1A9a*

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3. Incredible as it may seem, and for the first time in the history of the National Interdepartmental Seminar, we not only have a full quota for the next course, 1 - 19 March, but are five over! The break-down: three DDP (FI, AF-2); three DDS (OL, OTR, OC); four DDI (OER-2, OCI-2); and three O/DCI (ONE, PPB, IG).

4. We have received the first critiques following the completion of the second Information Science in Support of Intelligence Course, which was conducted at the DIS Information

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25X1A9a Science Center, 5 October - 18 December 1970. Reports from [REDACTED] OSR, are favorable, and urge continued Agency participation. They are high in praise of the contributions of two PPB employees to the course -- [REDACTED] PPB, 25X1A9a also lectured in this last running. Messrs. [REDACTED] 25X1A9a have been on detail to DIS to help the staff redesign and improve the course, following the rather dismal results of the pilot attempt.

25X1A9a 5. Mr. [REDACTED] GS-17, OSP, who was scheduled to attend Brookings' Management and Program Executive Conferences, starting 7 February at Williamsburg, had to be cancelled. There is no alternate candidate. There is a possibility he will be rescheduled to attend this course in March. Tuition is \$750 and we will probably be billed.

6. The quota allocations received from the Department of the Air Force for the Ballistic Missile Staff Courses at Vandenberg Air Force Base for calendar year 1971 have been distributed to components. The first course is scheduled for 8 February.

7. Administrative Briefings were given during this reporting period to:

25X1A9a a. [REDACTED] for the one week Brookings Conference for Federal Executives on Business Operations beginning 24 January.

25X1A9a b. [REDACTED] Deputy Chief, Supply Division, OL, for the three month Advanced Management Program at Harvard.

25X1A9a c. [REDACTED] Assistant General Counsel, OGC, who will be the first Agency man to attend the Program for Executives, Carnegie-Mellon University, Pittsburgh, 31 January - 2 April. The comprehensive fee is \$3,500.

25X1A9a [REDACTED] will enter Spanish training at the [REDACTED] on 25 January. While OTR/LS can handle this requirement, external training is approvable in light of the new CS Regulation which permits language study in support of [REDACTED] 25X1A9a 21 January [REDACTED] and required area training will be approximately \$2,000.

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SECRET

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9. At our request, the Office of Computer Services provided a special computer run extracted from the over-all Agency Training Record. The run lists all internal and external training taken by Agency GS-15s and above, or equivalents who have not reached their 53rd birthday. It will be used by [REDACTED]

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10. Messrs. John Blake, Director, OL, [REDACTED] EO/OL, and [REDACTED] OL, have been enrolled in Executive Management of New Building Projects, offered by the American Management Association in Atlanta, Georgia, 9 - 11 February. *1A9a

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11. While confirming the enrollment of an Agency employee with Control Data Corporation for the Operating Systems course, the CDC Registrar mentioned three other Agency employees who had been registered and paid the fee at the door. The office concerned (NPIC) was contacted by AIR, and we are awaiting an answer as to why these employees enrolled themselves into a training program without approval of the Office of Training. Normally, CDC bills us, and Government agencies receive discounts based on the number of participants.

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12. Mr. [REDACTED] Training, visited AAB to see our capabilities in support of OTR. He was also briefed by [REDACTED] on VT/CCTV and then given a very informative tour of the Visual Aids Branch by [REDACTED]. He appreciated the tour and information. 25X1A9a

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13. [REDACTED] is spending the majority of his time reconditioning 16mm projectors. Training received from the Navy last summer gave Dick this capability.

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14. Because of other training commitments, we could only send one of three films requested by ALT for use in [REDACTED] 25X1A6a

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15. [REDACTED] saved us from being barred from the G A 13 projection room by the Office of Security. Through his mediation we pledged to secure their equipment properly, keep the doors locked, and allow only [REDACTED] in the booth. 25X1A9a

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16. [REDACTED] SIWA, called to our attention an advertisement for Union Carbide's revised course, "Introductory Course for Executives in Computers, Information Technology and Management Sciences." The course is not designed for executives directly responsible for the supervision of computer operations. It is designed for the typical executive who from time to time finds that his business or that of his customers is being affected by

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by this new technology." We wrote for additional information and passed the materials which we received on to [REDACTED] 25X1A9a Office of Computer Services, who conducted the ADP Orientation. The course is based on a form of programmed instruction and consists of four tape recordings, a Work-manual with related supplies for the student, and a Course Guide for the course leader. It can be completed in two mornings. Purchase price is \$200.00 for the tapes and Course Guide and \$37.50 for each Work-manual. Mr. [REDACTED] thinks the course looks good and plans to purchase it. After he evaluates the course he will probably put out a notice that it is available for anyone interested in taking it.

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[REDACTED] had a discussion with the DTR and Mr. Wattles and then visited displays of products and equipment by [REDACTED] 25X1A9a and [REDACTED]. They saw a portion of "Need to Know" and were given a video tape of our discussion of TV and film production which [REDACTED] made during the visit. [REDACTED] was supplied with brochures of equipment he showed interest in. He asked that "Need to Know" be made available in [REDACTED] 25X1A9a officials.

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18. [REDACTED] OL/PSD, and [REDACTED] discussed 25X1A9a Microfilming of current and stored records for us. We agreed to accept a Recordak on temporary loan and to put [REDACTED] 25X1A9a in charge of about a month's work. The equipment, when it is used for our requirements, will be set up in the Visual Aids Branch. The CT Staff has a requirement for a hard copy producing reader. We too need a reader and I propose we locate it in the AIR Branch because of our more frequent need.

[REDACTED]

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Chief
Instructional Support Staff

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